Jefferson County
Position Description

Name:		**Department:** Management Information Systems
Title: Programmer/Analyst	**Pay Grade:**	7 **FLSA:** Non-Exempt
Date: May 2015	**Reports To:**	Systems & Application Manager

Purpose of Position

The purpose of this position is to analyze system and application requirements to code programs, and to train users in programs based on those requirements.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for various County applications. Monitor, improve update and repair.

- Troubleshoot application errors and user needs, provide solutions or coordinate solutions with other departments.

- Write clear documentation of solutions to system needs, write clear documentation on programs.

- Analyze County system needs. Design, develop, test, implement and improve systems using information technologies resources.

- Train users on County application systems.

- Maintain County websites including Employee, Public Fair Park and Fair Sites.

- Performs other duties as assigned or as may develop.

- Complies with County HIPAA Policies and Procedures, if applicable.

- Demonstrates dependable attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Management Information Systems or a related field with one year of programming experience with PHP, JAVASCRIPT, HTML SQL and Relational Database or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Other Requirements:

Physical: None

Training: Web Developer Certificate involving web design, with some high-level programming language or equivalent education.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____   _____
Employee's Signature   Supervisor's Signature

_____   _____
Date   Date